



Web Enabled Safety System



WESS ***Module 2***

AVIATION **SPECIFIC** **GUIDANCE**



WESS Aviation Reporting Module

This module is intended to help the user navigate through some of the 'gotchas' of the Aviation specific input screens, and will get you through the person/aircraft info screens. Follow on modules will guide you through the rest of the info input screens. (entering causal factors, and creating your routing and endorsement chains).

**This is NOT a page-by-page input guidance.
Input is as directed in other WESS user's guide
modules.**



WESS Aviation Reporting Module

- Items marked with an asterisk (*) require entry before moving on to the next page. However, there are a number of fields that are not marked with an asterisk, that are required before hitting the “Release” button at the end of the application. This is because the asterisked items require entry to take you down a specific path. Some items that are not marked as such may be required for end of report validation. This will be explained further in a later slide.
- You may navigate around the application by using the tree on the left side – It works much the same as Microsoft Windows Explorer “trees”.
- Attempt to enter all of the data that you can. Most fields have an “unknown”, “other”, “none”, or “N/A” value that will suffice.
- A ‘Help’ button is available on each page to describe contents/definitions shown on that page.
- Finally, the next several slides will walk you through and



Modules of the Users Guide

- **Part 1: Aviation WESS overview**
- **Part 2: Data entry up through Aircraft and Personnel data**
- **Part 3: Entering Human related causal factors, recommendations, and CO's comments**
- **Part 4: Entering Material related causal factors, recommendations, and CO's comments**
- **Part 5: Validation, Entering the Chop Chain and Endorsement Chain, and selecting Communities of Interest (CADs)**
- **Part 6: How to create a template report**
- **Part 7: How to endorse a Hazrep**

Some Hyperlinks...

Click [here](#) to learn how to get your Hazrep started

Click [here](#) to get a hint about using the Drop Down Menus

Click [here](#) to find out about Location data entry screens

Click [here](#) to learn how to share Hazrep data entry duties with another person

Click [here](#) to learn about entering Aircraft info

Click [here](#) to learn about entering Personnel data

Click [here](#) to learn about using the Navigation Tree to move within the report

Or you can just go page-by-page through this module.



Error Messages

The screenshot shows a Microsoft Internet Explorer window titled "Department Of The Navy Web Enabled Safety System 2.1.15 - Microsoft Internet Explorer provided by Navy Marine Corps Intranet". The address bar shows "http://10.16.13.239:5581/wess/index.html". The main content area displays the "Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY" header. Below this, a red error message states: "There was a run away workflow. The offending model is: _reportError The workflow is: AviationWorkflow.xpdl The process is : AvTreeNavigation". On the left side, there is a navigation panel with a "Return Home" link. A red text box with a black border contains the following note: "Note: You may get this message if you use the Internet Explorer 'Back' button. To avoid this, always navigate in WESS using either the 'Back' or 'Next' buttons at the bottom of the screen, or by using the tree to the left. If you do get this error message - just click on 'Return Home' on the left side panel." Two black arrows point from the text box to the "Back" button in the browser's address bar and the "Return Home" link in the navigation panel.

Department Of The Navy Web Enabled Safety System 2.1.15 - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media

Address http://10.16.13.239:5581/wess/index.html Go Links

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS
Naval Safety Center

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

There was a run away workflow. The offending model is: _reportError The workflow is: AviationWorkflow.xpdl The process is : AvTreeNavigation

Note: You may get this message if you use the Internet Explorer 'Back' button. To avoid this, always navigate in WESS using either the 'Back' or 'Next' buttons at the bottom of the screen, or by using the tree to the left. If you do get this error message - just click on "Return Home" on the left side panel.

http://10.16.13.239:5581/wess/model.do?model=returnHome&newFlow=true

Local intranet

Start | Internet Explorer | Microsoft Outlook | Department Of The Navy | My Documents | WESS Screen adjustment | Microsoft Excel - AV ... | 13:18

Getting Started



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports -

My Draft Reports (1)

Edit Submitted Reports (0)

Shared Reports (0)

Rejected by Routing Chain (0)

Rejected by NAVSAFECEN (0)

Routed for My Review (0)

Endorsements Needed (?)

Help

My Draft Reports

Delete	SerI#	Date	Description
<input type="checkbox"/>	1115836431389	2 May 2005	pilot LOC due to g forces

Activities

[Class A/B Notification](#)

[Create New Report](#)

[Create From Template](#)

[Maintain Account](#)

[Search/Edit Submitted Reports](#)

[Notifications](#)

[BASH](#)

[Feedback Form](#)

[Return Home](#)

[OSHA 300 Equiv. Log](#)

[Logout](#)

Data Retrieval (JReport)

[Pre-formatted Reports](#)

[Custom Reports](#)

So, your CO told you to send a HAZREP. You've gotten yourself logged in to WESS and need to get started.

Select 'Create New Report' from the menu on the left, and you're on your way.

Screen 2

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Report Type

[Help](#)

Not for Aviation 3750 Mishap Reporting

Choose report type

☐ 5102 Mishap

☐ 5102 Hazard

☒ 3750 Hazard

☐ Don't know, guide me

Note: You can only do Aviation HAZREPs for now. Mishap reporting will come early 2006.

* Indicates required field must be entered before moving to next screen

Select 3750 Hazard

Activities

[Class A/B Notification](#)[Create New Report](#)[Create From Template](#)[Maintain Account](#)[Search/Edit Submitted Reports](#)[Notifications](#)[BASH](#)[Feedback Form](#)[Return Home](#)[OSHA 300 Equiv. Log](#)[Logout](#)

Data Retrieval (JReport)

[Pre-formatted Reports](#)[Custom Reports](#)

Select Your HAZREP Flavor



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Type of Hazard

[Help](#)

- * Type of Hazard
- ☒ HAZARD - GENERAL
 - ☐ HAZARD - BIRD/ANIMAL STRIKE
 - ☐ HAZARD - NEAR MID-AIR
 - ☐ HAZARD - PHYSIOLOGICAL EPISODE
 - ☐ HAZARD - EMBARKED LANDING
 - ☐ HAZARD - AIR TRAFFIC CONTROL
 - ☐ HAZARD - EMI
 - ☐ HAZARD - OOCF
 - ☐ HAZARD - UAV

- * Intent for Flight ☒ Yes ☐ No

Does this report need Endorsement? ☒ Yes

☐ No

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

• Select the type of hazard


• Intent for flight as defined by 3750.6R

• Use radio buttons to answer Yes/No for further endorsement.

Use the Reset buttons to completely erase a selection you made for a single question



Event Reporting



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Aviation Event

Help

Activities

- BASH
- Save as template
- Share report
- Return home
- Generate PDF
- Generate Injury Log
- Feedback Form
- OSHA 300 Equiv. Log
- Logout

Data Retrieval (JReport)

- Pre-formatted Reports
- Custom Reports
- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Validate
 - Reporting Information

* Brief Description

Operation Name (e.g. Desert Storm)

* Material Damage Cost (0 - 19999.00)

Reporting UIC N0401A

* Is this the correct UIC ☒ Yes ☐ No

* Is this a detachment? ☐ Yes ☒ No

* Indicates required field must be entered before moving to next screen.
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

- Just like the summary in Para 1 of msg traffic HAZREPs – keep it short
- If you have material damage cost, you must enter it here, but it must be <\$20,000.00
- If you're reporting the HAZREP on behalf of another UIC, answer "No"

Making Data Entry Easier

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
- General Information
- Aircraft
- Involved Persons
 - Smith, Joe
 - Doe, Jane
- Involved Factors
- Recommendations

Aviation Event

Day/Night ☒ Day ☐ Night ☐ Dawn ☐ Dusk ☐ Unknown

* Event Date

* Local Time

Time Zone

* Hazard No.

* Was there abnormal egress? ☐ Yes ☒ No

* Was anyone injured in the event? ☐ Yes ☒ No

Event Narrative

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
13					1	2	3
14	4	5		7	8	9	10
15	11	12		14	15	16	17
16	18	19		21	22	23	24
17	25	26		28	29	30	
				Today is	Apr 2005		

* Indicates required field must be entered before moving to next screen

To easily enter the date, hit the "Select" button and this calendar pops up. Use drop down month and year menus to quickly find your desired month/year combo. Then click on the specific date and you're all set.

You can enter the Hazard number using the traditional XX-FY format or using the format WESS suggests. It's up to you to select your tracking method.



What about the Narrative?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Aviation Event

[Help](#)Day/Night ☒ Day ☐ Night ☐ Dawn ☐ Dusk ☐ Unknown * Event Date * Local Time 24 hour clock HHMM (e.g. 2400)Time Zone * Hazard No.
2 characters left

(e.g. 0105 for first hazard of FY 05)

* Was there abnormal egress? ☐ Yes ☒ No * Was anyone injured in the event? ☐ Yes ☒ No

Event Narrative

Abnormal egress = Unable to egress the aircraft in the "normal" way.

Event Narrative goes in this block. Write as much as you want, there is no limit to this space.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



Navigating Drop-Down Menus

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Event Location II

[Help](#)

Country State/Province

Fleet ☐ ☐ 4th (Central Pacific) ☐ 5th (CENTCOM) ☐ 6th (MED) ☐ 7th (Western Pacific) ☒ N/A

Ship is

Body of

Latitude ☐ N ☐ S

Longitude (deg:min:sec) ☐ E ☐ W

NAVAID ID (eg. snow hill vortac)

Bearing from (001 to 360)

Distance (000.0 to 999.9)

Most drop-down menus can be more easily navigated by typing the first letter of your desired entry, then either scrolling down to find your specific entry or continuing to type the first letter of the entry into the box until the desired selection appears.

* Indicates required field must be entered before moving to next screen

Event Location

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Event Location II

[Help](#)

Activities

[Save as template](#)[Share report](#)[Return home](#)[Generate PDF](#)[Generate Injury Log](#)[Feedback Form](#)[OSHA 300 Equiv. Log](#)[Logout](#)

Data Retrieval (JReport)

[Pre-formatted Reports](#)[Custom Reports](#)

My Report

[General Information](#)[Location](#)[Environment](#)[Runway](#)[Embarked Landing](#)[Aircraft](#)[SH060F](#)[IDRC](#)Country State/Province Fleet ☐ 2nd (Atlantic) ☒ 3rd (Eastern Pacific) ☐ 5th (CENTCOM) ☐ 6th (MED) ☐ 7th (Western Pacific) ☐ N/A Latitude (deg:min:sec) ☒ N☐ SLongitude (deg:min:sec) ☐ E☒ WNAVAID ID (eg. snow hill vortac) **Bearing from and Distance are required when NAVAID ID is entered**Bearing from (001 to 360) Distance (000.0 to 999.9) *** Indicates required field must be entered before moving to next screen****CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.**

• If your event location is classified, then just enter zeros for the lat/long data (in the proper format, of course!)

You must enter either a lat/long or navaid/brg/range. You can also enter both, if you want.



LOCATION ANOMALY

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Shore Location

Shore Location

* Indicates required field must be entered before moving to next screen

Back Next

WESS
Naval Safety Center

Activities

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)


My Report

- [General Information](#)
- [Aircraft](#)
- [Involved Persons](#)
- [Involved Factors](#)
- [Validate](#)
- [Routing Information](#)
- [Manage My Report](#)

- You will notice that if you selected “shore” for location, you ultimately have been taken here – to enter exactly where that shore location is, even though you have already provided either a LAT/LONG or NAVAID BRG/RNG on a previous screen. This drop-down menu only includes ICAO shore locations. For now, if your HAZREP occurs away from an airfield, just select an airfield that is nearby. This problem has been identified and will be remedied in a later release.

Finding your Airfield

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 [Help](#)

Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information
 - Location
 - Environment
 - Runway

Shore Location:

* Indicates report is not available to next screen


LAREDO INTL
MIDLAND INTL
MC ALLEN MILLER INTL
CORPUS CHRISTI NAS
KINGSVILLE
KINGSVILLE NAS
COX FLD
RANDOLPH AFB
SAN ANTONIO INTL
SAN ANGELO RGNL MATHIS FLD
KELLY AFB

When looking for a Navy/Marine Corps airfield, instead of searching on NAS or MCAS, try searching on the base's name. For example, when looking for NAS Kingsville, keep hitting 'k' to look for Kingsville instead of 'n' for NAS.

For USN/USMC airfields, you'll see them listed twice, e.g. Kingsville and Kingsville NAS, as shown above. Choose the NAS/MCAS version.



HAZREP sharing



Activities

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- [General Information](#)
- [Aircraft](#)
- [Involved Persons](#)
- [Involved Factors](#)
- [Recommendations](#)
- [Data Entry Complete](#)
- [Validate](#)
- [Routing Information](#)
- [Manage My Report](#)

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Aircraft - Identification

Help

* Branch of Service ☒ Navy
☐ Marines
☐ Army
☐ Air Force
☐ Coast Guard
☐ Civilian Commercial
☐ Civilian Private
☐ Foreign Commercial
☐ Foreign Military
☐ Other
☐ Other - Us Government
☐ Unknown / N/A
☐ Unknown Military

Reset

Note: If this is a BASH or ATC event select unknown if unknown aircraft was involved

Select the aircraft controlling custodian

If Other-US Government, please specify

If Other, please specify

* Did this aircraft have intent for flight? ☒ Yes ☐ No

*** Indicates required field must be entered before moving to next screen**
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Now you're starting to enter aircraft data...

What if there was a second aircraft from another squadron involved in your HAZREP, and you need the other squadron to put in that data? You can share your HAZREP by selecting 'Share Report' from the Activities navigation tree to the left.



Who will you share with?



Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Validate
 - Routing Information
 - Releasing Chain
 - Endorsing Chain
 - Community of Interest
 - Manage My Report
 - Release My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Report Reviewer(s) Search

[Help](#)

NOTE: To search for a person, enter their First Name, Last Name, or Email Address. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

First Name Last Name Email Address

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select UID Entry

to no selection

☒ Gretchen Swanson - gretchen.swanson@navy.mil


* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Search for your sharing victim by using their first name, last name, and/or e-mail and hitting 'Search'. When their name appears, select the radio button and hit 'Next'



My HAZREP moved!



WESS
Naval Safety Center

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

My Draft Reports (1)

Edit Submitted Reports (0)

Shared Reports (3)

Rejected by Routing Chain (0)

Notifications (12)

Rejected by NAVSAFECEN (0)

Routed for My Review (2)

Endorsements Needed (?)

[Help](#)

Shared Reports

Delete	SerI#	Date	Description
<input type="checkbox"/>	1116593695916	28 March 2005	AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
<input type="checkbox"/>	1116593695916	28 March 2005	AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.
<input type="checkbox"/>	1116439195245	9 March 2005	during day sonar operations, cable reeling machine failed to raise son

When you choose to share your HAZREP, it will move from your Draft Report tab to your Shared Report tab. Your sharing victim will also see this HAZREP in their Shared Report tab and can now make changes/additions as required.

Entering Aircraft Info

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities

- [BASH](#)
- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - [Aircraft](#)
 - [Involved Persons](#)
 - [Involved Factors](#)
 - [Validate](#)
 - Routing Information
 - Manage My Report

Involved Aircraft

[Help](#)A large, empty rectangular box intended for entering aircraft information.[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)


This is where you start entering aircraft information. Hit the "Add New Entry" button to get started.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Redundant Question?



Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information
- Aircraft**
 - Involved Persons
 - Involved Factors
 - Validate
- Routing Information
- Manage My Report

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Aircraft - Identification

Help

* Branch of Service

- ☐ Navy
- ☐ Marines
- ☐ Army
- ☐ Air Force
- ☐ Coast Guard
- ☐ Civilian Commercial
- ☐ Civilian Private
- ☐ Foreign Commercial
- ☐ Foreign Military
- ☐ Other
- ☐ Other - Us Government
- ☐ Unknown / N/A
- ☐ Unknown Military

Reset

Note: If this is a BASH or ATC event select unknown if no aircraft was involved

Select the aircraft controlling custodian

If Other-US Government, please specify

If Other, please specify

* Did this aircraft have intent for flight? ☐ Yes ☐ No

* Indicates required field must be entered before moving to next screen


Back Next

If you are reporting a Navy/Marine Corps aircraft, you must select a Controlling Custodian from the list. DO NOT SELECT N/A!

It may seem like you already answered this question on an earlier screen, but if there is more than one aircraft involved, there's the potential that one intended to fly while another did not intend to fly.



Finding an Unknown UIC



Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- [General Information](#)
- [Aircraft](#)
- [Involved Persons](#)
- [Data Entry Complete](#)
- [Validate](#)
- [Routing Information](#)
- [Manage My Report](#)

Safety Hazard/Mishap Reporting

Reporting UIC

UIC (Navy) or MCC/RUC (Marine)

If searching via a partial activity name, please follow these guidelines:

- Detachments** - Use acronym of activity type (EO)
- Ships and Submarines** - Omit the preface of US
- Shore** - Use root word of activity (safety, hospital)
- Squadrons** - Use "squadron" followed by a space (FIGHTER SQUADRON 85, RESCUE SQUADRON 12)
- Reserve Units** - Use "RESERVE" to search for a CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete activity name

If your search result is "No Matching UIC Found", please try a different search criteria.

Select Activity

to no selection

- ☒ MARINE FIGHTER ATTACK SQUADRON 212 - M09434
- ☐ MOBILE INSHORE UNDERSEA WARFARE UNIT 212 - N31767
- ☐ VMFA-212 MAG-12 1ST MAW - MVFA01212

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION TO CRASH

If you don't know a unit's UIC, it's easier to search using a partial unit name. If you know a squadron number (e.g. VMFA-212), try typing just the number (212) and search on that.

If a squadron number is only 1 or 2 digits, put a space before and after the number(s) to narrow your search results.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

If you enter a UIC number, you still need to hit the 'Search' button in order to select your Activity. Find the right unit, click on its radio button, and hit 'Next' at the bottom of the screen.

Marines: DO NOT use your RCC/MUC. Use your UIC!



People Data

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Involved People

[Help](#)

PILOT 1 HAZREP
MAINTAINER HAZARD

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

Hit "Add New Entry" to enter data entry screens for a New Involved Person.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Data Entry Complete
 - Validate
 - Routing Information
 - Manage My Report



Names and SSNs



Involved Person Information

[Help](#)

Activities

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

- My Report
 - General Information
 - Aircraft
 - Involved Persons
 - Involved Factors
 - Recommendations
 - Validate
- Routing Information
- Manage My Report

* Last name
* First Name
Middle Initial
SSN

Gender ☒ Male
☐ Female

DOB

* What was the person's position? ☐ Air Traffic Controller
☐ Aircraft Passenger
☐ Aircraft/Uav Aircrew
☒ Flight Ground Person
☐ Innocent Bystander

* Was the person an occupant of the involved aircraft? ☐ Yes
☒ No

* Service/Agency Affiliation ☒ U.S. NAVY
☐ U.S. MARINE CORPS
☐ U.S. AIR FORCE

If the involved person is NOT injured, enter their name as Hazard Pilot 1, Hazard Aircrew 1, etc, for each crew member. Use a SSN of 000-00-0000 to preserve privacy.

If the involved person WAS INJURED, you are required by federal law to enter their actual name and SSN for injury tracking purposes. That data SHALL REMAIN INTERNAL TO NAVSAFECEN and cannot be viewed by anyone outside the Safety Center.

If you don't enter the **injured** person's data here, you are required to submit a separate 5102 report, which is a duplication of your efforts here.



What's a Ground Person?



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Involved Person Information

[Help](#)

Personal identification information will not be displayed on HAZREP or PDF documents

* Last name

* First Name

Middle Initial

SSN 123-45-6789

Gender ☒ Male
☐ Female

DOB

* What was the person's position?

- ☐ Air Traffic Controller
- ☐ Aircraft Passenger
- ☒ Aircraft/UAV Aircrew
- ☐ Ground Person
- ☐ Innocent Bystander
- ☐ Other

* Was the person an occupant of the involved aircraft? ☒ Yes

“Ground Person” is a catch-all to cover maintainers, flight deck personnel (LSO's, Directors, etc), and anyone else involved in flight ops that isn't covered by ATC/passenger/aircrew.

Activities

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Finding a Designator

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center

General Person Information IV [Help](#)

Officer Pay Grade

Designator

* Indica
CAUTION

UNRESTRICTED LINE - NAVAL AVIATOR
SUPPLY CORPS OFFICER (IN TRAINING)
SUPPLY CORPS WARRANT
SURFACE WARFARE OFFICER
SURFACE WARFARE OFFICER (U.S.N.)
SURFACE WARFARE OFFICER (U.S.N.R.)
TECHNICAL NURSE
TELETRONICS TECHNICIAN (SURFACE)
UNRESTRICTED LINE - AVIATION
UNRESTRICTED LINE - NAVAL AVIATOR
UNRESTRICTED LINE - NAVAL FLIGHT OFFICER
UNRESTRICTED LINE OFFICER - NO WARFARE TRAINING

Data Retrieval (JReport)
-Pre-formatted Reports
-Custom Reports

My Report
+ General Information
+ Aircraft
+ Involved Persons
+ Involved Factors
- Recommendations
- Data Entry Complete
- Validate
+ Routing Information

When you're looking for USN officer designators, a short cut for Aviators/NFO's is to type the letter U in the field - it will take you directly to where Naval Aviator and Naval Flight Officer are (under "Unrestricted Line").

You can also just scroll all the way to the bottom of the Designator list.



Enlisted NEC/MOS menus

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General Person Information IV [Help](#)

Primary MOS: 2M/ATE TECHNICIAN - 2881

SpecialCategory: EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN - 2336

* Indicates: EXTERNAL UNMANNED AERIAL VEHICLE (UAV) OPERATOR - 7316

FIELD ARTILLERY CANNONEER - 0811

FIELD ARTILLERY FIRE CONTROL MAN - 0844

FIELD ARTILLERY OPERATIONS MAN - 0848

FIELD ARTILLERY RADAR OPERATOR - 0842

FIELD WIREMAN - 0612

FINANCE TECHNICIAN - 3432

FIRE SUPPORT MAN - 0861

FIREFIGHTER - 8881

Back Next

Activities

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Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information**
 - Location
 - Environment
 - Runway
 - Embarked Landing
- Aircraft**

A pull down menu exists for enlisted personnel and it filters correctly based on your selection of US Navy or US Marine Corps in the service/agency affiliation on the “Involved Person” Screen. In this case, you see it is filtering on USMC enlisted MOS.

Finding Navy NECs

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

General Person Information IV

[Help](#)

Primary NEC	P-3 Navigation Sys Equip Tech Op/Maintainer AT-6710
Enlisted Rating	P-3 Navigation Sys Equip Tech Op/Maintainer AT-6710
SpecialCategory	P-3 Peculiar Comm Equip IMA Tech AT-6717
* Indicate	P-3 Sys Org Apprentice Maint Tech 8819
CAUTION	P-3 Sys Org Maint Tech 8319
PR	P-3/C-130/E-2/C-2 Elec Component IMA Tech AE-7175
	P-3/EP-3J Flight Comm Op 8265
	P-3/EP-3J In-Flight Tech 8261
	P-3/EP-3J Non-Acoustic Op AWW-7851
	P-3A/B Integrated Elec Sys OMA Specialist Intermed Tech AE-7182
	P-3A/B Wpns Sys OMA Tech AT-6582
	P-3C Automatic Flight Control Sys (AFCS) IMA Tech AE-7136

To locate Navy NECs, you'll need to search for an aircraft type to find most maintenance NECs. Type the first letter of your aircraft type to search more easily.

We are working on getting these listed numerically. That fix will appear in a future upgrade.



Human/Material Factors

This is the end of part 1.

To learn how to enter Human-related causal factors (the Who/Why/Why) and recommendations, go to Part 2.

To learn how to enter Material-related causal factors (Component/Mode/Agent) and recommendations, go to Part 3.

To learn about creating your internal chop chain, and external endorsement chain, go to Part 4.

